Date: September 25, 2012 **To:** Interested Person

From: Kara Fioravanti. Land Use Services

503-823-5892 / Kara.Fioravanti@portlandoregon.gov

NOTICE OF A TYPE II DECISION ON A PROPOSAL IN YOUR NEIGHBORHOOD

The Bureau of Development Services has approved a proposal in your neighborhood. The reasons for the decision are included in the version located on the BDS website http://www.portlandonline.com/bds/index.cfm?c=46429. Click on the district coalition and then scroll to the relevant neighborhood and case number. If you disagree with the decision, you can appeal. Information on how to do so is included at the end of this decision.

CASE FILE NUMBER: LU 12-164993 DZM NEW PARKING BOOTH GENERAL INFORMATION

Applicant: David Domogalla / PKA Architects

6969 SW Hampton Street / Portland, OR 97223

Owner: Oregon Health Sciences University (OHSU)

3181 SW Sam Jackson Park Road / Portland, OR 97201-3098

Site Address: block bound by SW BOND AVENUE, SW RIVER PARKWAY, SW

WHITAKER & CURRY STREETS

Legal Description: LOT 3, WATERFRONT SOUTH

Tax Account No.: R882450150 State ID No.: 1S1E10AC 00303 Quarter Section: 3330

Neighborhood: South Portland NA., contact Jim Davis at 503-248-9820.

Business District: South Portland Business Assoc, Kevin Countryman at 503-750-2984. **District Coalition:** Southwest Neighborhoods Inc., contact Leonard Gard at 503-823-4592.

Plan District: Central City – South Waterfront

Zoning: CXd, Central Commercial with design overlay **Case Type:** DZM, Design Review with Modifications

Procedure: Type II, an administrative decision with appeal to the Design

Commission.

Proposal: The applicant seeks design review approval to locate a small parking attendant booth within the interior of the existing surface parking lot.

<u>Modifications</u>: The proposal does not meet the following Zoning Code development standards:

- x 33.510.215 and Map 510-6, Required Building Lines SW Curry, Bond, and River Parkway are designated Required Building Line streets. The proposed building is further from the street than required by this standard.
- x 33.130.230, Ground Floor Windows The building does not provide the amount of windows required by this standard.
- x 33.130.240, Pedestrian Standards The building does not include the required connections to the sidewalk.

Relevant Approval Criteria:

In order to be approved, this proposal must comply with the approval criteria of Title 33. The relevant criteria are the Central City Fundamental Design Guidelines, the South Waterfront Design Guidelines, and the Modification criteria in 33.825.040.

ANALYSIS

I. **Site and Vicinity:** The subject site is comprised of a surface parking lot containing 170 parking spaces, with interior and perimeter landscaping. It is located in the South Waterfront Subdistrict of the Central City Plan District. The site occupies the entire block bounded by SW Whitaker Street to the north, SW River Parkway to the east, SW Curry Street to the south, and SW Bond Avenue to the west.

The block directly north of the subject site contains a surface parking lot and an enclosure containing several large mechanical units. Other nearby uses and buildings include the Mirabella mixed-use retail and senior housing tower on the southerly abutting block, the approximately two-acre Elizabeth Caruthers park directly southwest of the site, Oregon Health and Science University's Center for Health and Healing directly northwest of the site, and the mixed-use retail and residential Meriwether towers directly southeast of the site.

Regarding the surrounding transportation environment, Portland's Transportation System Plan (TSP) classifies SW Whitaker Street, SW River Parkway, and SW Curry Street as Local Service Bikeways, and SW Bond Avenue is classified as a City Bikeway, Community Main Street, Traffic Access Street, and Major Transit Priority Street. The site is located in the TSP-designated North Macadam Pedestrian District. The Portland Streetcar alignment is located on SW Bond Avenue. The stop closest to the subject site is located to the north, in the vacated portion of SW Bond Avenue directly abutting the Center for Health and Healing. The Portland Aerial Tram, which provides access to the main OHSU campus, can be accessed nearby, just north of the Center for Health and Healing.

II. Zoning:

The <u>Central Commercial (CX) zone</u> is intended to provide for commercial development within Portland's most urban and intense areas. A broad range of uses is allowed to reflect Portland's role as a commercial, cultural and governmental center. Development is intended to be very intense with high building coverage, large buildings, and buildings placed close together.

The <u>Design (d) overlay zone</u> promotes the conservation, enhancement, and continued vitality of areas of the City with special scenic, architectural, or cultural value. This is achieved through the creation of design districts and applying the Design overlay zone as part of community planning projects, development of design guidelines for each district, and by requiring design review. In addition, Design Review ensures that certain types of infill development will be compatible with the neighborhood and enhance the area.

- **III.** Land Use History: City records indicate the following prior land use reviews for the site:
 - **1.** <u>LU 02-124581 AD GW</u>: Adjustment Review approval for Greenway improvements; Greenway Review approval for site grading.
 - **2.** <u>LU 02-128184 SU GW</u>: Approval, with conditions, for eight-lot subdivision and concurrent Greenway Review.
 - **3.** <u>LU 03-171715 DZ</u>: Design Review approval, with conditions, for excavation and construction activities in the South Waterfront Greenway Area.
 - **4.** LU 05-125472 DZ: Design Review approval for three surface parking lots.
 - **5.** <u>LU 05-181180 DZM</u>: Design Review approval to amend LU 05-125472 DZ, due to the need for two Modifications. Modifications approved for *Parking Area Layouts* standard (33.266.130.F.4.a and 33.266.130.F.5.c).

- IV. Agency Review: A Notice of Proposal in Your Neighborhood was mailed on August 13, 2012.
 - Four bureaus responded with no comments:
 - Bureau of Environmental Services:
 - Urban Forestry Division of Portland Parks & Recreation;
 - Development Review Section of the Portland Bureau of Transportation; and
 - Site Development Review Section of the Bureau of Development Services.
 - Three bureaus responded with comments and with no objections to the proposal:
 - The Portland Water Bureau responded with comments that explain the existing water service on the site (Exhibit E-1).
 - The Life Safety/Building Code Section of the Bureau of Development Services responded, stating: "A Building Permit has been applied for and is currently under review or has been issued or, a Life Safety plans examiner has been in contact with the applicant. Please refer to correspondence from the Life Safety Plans examiner for building code-related comments" (Exhibit E-2).
 - Portland Fire & Rescue responded, stating: "See fire code requirements from commercial building permit" (Exhibit E-3).
- **V. Neighborhood Review:** A *Notice of Proposal in Your Neighborhood* was mailed on August 13, 2012. No written comments in response to the proposal have been received from the neighborhood association (South Portland Neighborhood Association) or notified property owners.

ZONING CODE APPROVAL CRITERIA

Chapter 33.825 Design Review

Section 33.825.010 Purpose of Design Review

Design review ensures that development conserves and enhances the recognized special design values of a site or area. Design review is used to ensure the conservation, enhancement, and continued vitality of the identified scenic, architectural, and cultural values of each design district or area. Design review ensures that certain types of infill development will be compatible with the neighborhood and enhance the area. Design review is also used in certain cases to review public and private projects to ensure that they are of a high design quality.

Section 33.825.055 Design Review Approval Criteria

A design review application will be approved if the review body finds the applicant to have shown that the proposal complies with the design guidelines for the area.

Findings: The site is designated with a design (d) overlay zone, therefore the proposal requires Design Review approval. Because of the site's location, the applicable design guidelines are the Central City Fundamental Design Guidelines and South Waterfront District Guidelines.

Central City Plan Design Goals

- 1. Encourage urban design excellence in the Central City;
- 2. Integrate urban design and preservation of our heritage into the development process;
- 3. Enhance the character of the Central City's districts;
- 4. Promote the development of diversity and areas of special character within the Central City;
- 5. Establish an urban design relationship between the Central City's districts and the Central City as a whole;
- 6. Provide for a pleasant, rich and diverse pedestrian experience for pedestrians;
- 7. Provide for the humanization of the Central City through promotion of the arts;
- 8. Assist in creating a 24-hour Central City which is safe, humane and prosperous;
- 9. Ensure that new development is at a human scale and that it relates to the scale and desired character of its setting and the Central City as a whole.

South Waterfront Design Goals

The South Waterfront Design Guidelines and the Greenway Design Guidelines for the South Waterfront supplement the Central City Fundamental Design Guidelines. These two sets of guidelines add layers of specificity to the fundamentals, addressing design issues unique to South Waterfront and its greenway.

The South Waterfront Design Guidelines apply to all development proposals in South Waterfront within the design overlay zone, identified on zoning maps with the lowercase letter "d". These guidelines primarily focus on the design characteristics of buildings in the area, including those along Macadam Avenue, at the western edge, to those facing the greenway and river.

The Greenway Design Guidelines for the South Waterfront apply to development within the greenway overlay zone, identified on zoning maps with a lowercase "g". These design guidelines focus on the area roughly between the facades of buildings facing the river and the water's edge.

South Waterfront Design Guidelines and Central City Fundamental Design Guidelines

The Central City Fundamental Design and the South Waterfront Design Guidelines and the Greenway Design Guidelines for South Waterfront focus on four general categories. (A) **Portland Personality**, addresses design issues and elements that reinforce and enhance Portland's character. (B) **Pedestrian Emphasis**, addresses design issues and elements that contribute to a successful pedestrian environment. (C) **Project Design**, addresses specific building characteristics and their relationships to the public environment. (D) **Special Areas**, provides design guidelines for the four special areas of the Central City.

Staff has considered all guidelines and has addressed only those guidelines considered applicable to this project.

- **A4.** Use Unifying Elements. Integrate unifying elements and/or develop new features that help unify and connect individual buildings and different areas.
- **C4. Complement the Context of Existing Buildings.** Complement the context of existing buildings by using and adding to the local design vocabulary.

Findings for A4, C4: The parking booth will be comprised of metal materials similar to those of the existing parking booth located on the northerly abutting block. The proposed booth's all-metal construction is also compatible with the larger buildings in South Waterfront, which feature metal as a predominant material for such elements as storefront windows and doors, canopies, and cladding. In addition, the use of metal for the parking booth corresponds to the neighborhood's streetscape design elements, such as metal benches, bicycle racks, streetcar shelters, and sidewalk lighting. *Therefore these quidelines are met.*

- **B2. Protect the Pedestrian.** Protect the pedestrian environment from vehicular movement. Develop integrated identification, sign, and sidewalk-oriented night-lighting systems that offer safety, interest, and diversity to the pedestrian. Incorporate building equipment, mechanical exhaust routing systems, and/or service areas in a manner that does not detract from the pedestrian environment.
- **B5.** Make Plazas, Parks, and Open Space Successful. Orient building elements such as main entries, lobbies, windows, and balconies to face public parks, plazas, and open spaces. Where provided, integrate water features and/or public art to enhance the public open space. Develop locally oriented pocket parks that incorporate amenities for nearby patrons.

Findings for B2, B5: The proposed building is a utilitarian structure that will help to serve the parking needs of motorists. Locating such a structure in the interior of the existing parking lot ensures that the booth's automobile focus does not detract from the pedestrian environment of

the surrounding sidewalks or Elizabeth Caruthers Park, located directly southwest of the site. Locating the booth in the parking lot interior will also help to mitigate its effects on Elizabeth Caruthers Park, located directly southwest of the site. *Therefore these guidelines are met.*

- **C2. Promote Quality and Permanence in Development.** Use design principles and building materials that promote quality and permanence.
- **C5. Design for Coherency.** Integrate the different building and design elements including, but not limited to, construction materials, roofs, entrances, as well as window, door, sign, and lighting systems, to achieve a coherent composition.

Findings for C2, C5: The parking booth will be a coherent composition comprised of durable, high-quality materials, including welded steel construction, a galvanized steel door and roof, windows with safety glazing and anodized aluminum frames, and industrial-strength paint. These simple materials are appropriate for the building's function as a parking booth and its location at the interior of the existing parking lot. *Therefore these quidelines are met.*

33.825.040 Modifications That Will Better Meet Design Review Requirements:

The review body may consider modification of site-related development standards, including the sign standards of Chapters 32.32 and 32.34 of the Sign Code, as part of the design review process. These modifications are done as part of design review and are not required to go through the adjustment process. Adjustments to use-related development standards (such as floor area ratios, intensity of use, size of the use, number of units, or concentration of uses) are required to go through the adjustment process. Modifications that are denied through design review may be requested as an adjustment through the adjustment process. The review body will approve requested modifications if it finds that the applicant has shown that the following approval criteria are met:

- **A. Better meets design guidelines.** The resulting development will better meet the applicable design guidelines; and
- **B. Purpose of the standard.** On balance, the proposal will be consistent with the purpose of the standard for which a modification is requested.

This proposal includes three modifications:

x 33.510.215 and Map 510-6: Required Building Lines

Three streets abutting the site – SW Curry Street, SW Bond Avenue, and SW River Parkway – are designated Required Building Line streets. Buildings on designated Required Building Line streets must extend to or be within a specified distance of the street-lot line along a specified length of the lot line. Additionally, exterior walls of buildings must be at least 15'-0" high. The proposed parking attendant booth will be located farther from the street than allowed by this standard, and the exterior walls will be less than 15'-0" high.

Purpose Statement for 33.510.215 and Map 510-6:

Required building lines are intended to enhance the urban quality of the Central City plan district.

Findings: This modification allows the proposal to better meet Guideline B2: *Protect the Pedestrian* and Guideline B5: *Make Plazas, Parks, and Open Space Successful.* Locating the parking booth in the parking lot's interior, rather than locating it at the edge of the parking lot per the Required Building Lines standard, ensures that the building does not detract visually from the pedestrian environment of adjacent sidewalks. The existing perimeter parking lot landscaping, which is diverse and mature, can continue to provide a strong, visually interesting buffer for pedestrians, unfettered by the presence of a utilitarian structure.

The proposal is consistent with the purpose statement of the standard being modified. Locating the parking booth in the parking lot's interior will enhance "the urban quality of the Central City Plan District" by maintaining the neighborhood's pedestrian orientation.

This will allow passersby to focus visually on more urban elements of the area, including surrounding mixed-use buildings and the nearby park.

The approval criteria are met.

x 33.130.230: Ground Floor Windows

The windows of buildings in the Central Commercial (CX) must comprise at least 50% of the length and 25% of the ground-level wall area. The proposed parking attendant booth will not have enough windows to meet this standard.

Purpose Statement for 33.130.230:

In the C zones, blank walls on the ground floor of buildings are limited in order to:

- ☑ Provide a pleasant, rich, and diverse pedestrian experience by connecting activities occurring within a structure to adjacent sidewalk areas;
- ☑ Encourage continuity of retail and service uses;
- \overline{x} Encourage surveillance opportunities by restricting fortress-like façades at street level; and
- Avoid a monotonous pedestrian environment.

Findings: This modification allows the proposal to better meet Guideline B2: *Protect the Pedestrian.* Less glazing than required by the Ground Floor Windows standard helps the proposed parking booth to blend into its surroundings, rather than draw attention that would detract from the pedestrian-oriented design elements of the area. Due to its function as a parking booth and its appearance as a utilitarian structure, the proposed building should be a subtle addition to the site; less glazing allows it to achieve this goal.

The proposal is consistent with the purpose of the standard being modified. Typically, being able to view activities occurring inside a building adds richness and diversity to the pedestrian experience. However, the proposed structure is not a typical building; rather, it is a utilitarian parking-lot structure. The pedestrian experience in South Waterfront will benefit from less of a visual connection between the parking booth and the surrounding environment. The existing parking lot landscaping, as well as the urban design elements of adjacent sidewalks, buildings, and public spaces, can continue to provide a "pleasant, rich, and diverse pedestrian experience," free from visual distraction.

The approval criteria are met.

x 33.130.240: Pedestrian Standards

An on-site pedestrian circulation system with specified features must be provided. The proposal does not include such a pedestrian circulation system.

Purpose Statement for 33.130.240:

The pedestrian standards encourage a safe, attractive, and usable pedestrian circulation system in all developments. They ensure a direct pedestrian connection between abutting streets and buildings on the site, and between buildings and other activities within the site. In addition, they provide for connections between adjacent sites, where feasible.

Findings: This modification allows the proposal to better meet Guideline B2: *Protect the Pedestrian.* This guideline calls for integrating "service areas in a manner that does not detract from the pedestrian environment." The proposed building can be likened to a "service area," given its auto-focused function and location. The absence of a circulation system helps to integrate this "service area"-type structure with the site, per Guideline B2. The absence of a circulation system helps to minimize the booth's presence, allowing residents' and visitors' focus to remain on the high-quality urban design elements of the area, including street furniture, the nearby park, and features of surrounding mixed-use buildings.

The proposal is consistent with the purpose of the standard being modified. The Pedestrian Standards "encourage a safe, attractive, and usable pedestrian circulation system in all developments." The existing circulation systems provided by adjacent developments such as the Center for Health and Healing, as well as the circulation systems of existing public sidewalks, enable meaningful, functional neighborhood connections among buildings and areas that serve the public. These useful circulation systems stand in contrast to the circulation system that would exist in the subject parking lot if this standard were not modified. Such a circulation system would provide access to the parking booth, a structure not meant to be entered by the public. The absence of a circulation system on the site will maintain pedestrians' focus on the usable circulation systems that exist in the surrounding neighborhood.

The approval criteria are met.

DEVELOPMENT STANDARDS

Unless specifically required in the approval criteria listed above, this proposal does not have to meet the development standards in order to be approved during this review process. The plans submitted for a building or zoning permit must demonstrate that all development standards of Title 33 can be met, or have received an Adjustment or Modification via a land use review prior to the approval of a building or zoning permit.

CONCLUSIONS

The design review process exists to promote the conservation, enhancement, and continued vitality of areas of the City with special scenic, architectural, or cultural value. The proposal meets the applicable design guidelines and therefore warrants approval.

ADMINISTRATIVE DECISION

Approval of design review to locate a small parking attendant booth within the interior of the existing surface parking lot.

Approval of the following Modifications:

Staff Planner: Kara Fioravanti

- x 33.510.215 and Map 510-6, Required Building Lines SW Curry, Bond, and River Parkway are designated Required Building Line streets. The proposed building is further from the street than required by this standard.
- x 33.130.230, Ground Floor Windows The building does not provide the amount of windows required by this standard.
- x 33.130.240, Pedestrian Standards The building does not include the required connections to the sidewalk.

Approvals per the approved plans, Exhibits C-1 through C-2, signed and dated September 21, 2012, subject to the following condition:

A. As part of the building permit application submittal, each of the 4 required site plans and any additional drawings must reflect the information and design approved by this land use review as indicated in Exhibits C.1-C.2. The sheets on which this information appears must be labeled, "Proposal and design as approved in Case File # LU 12-164993 DZM. No field changes allowed."

Decision rendered by:	on September 21, 2012
By authority of the Director o	the Bureau of Development Services

Decision mailed: September 25, 2012

About this Decision. This land use decision is **not a permit** for development. Permits may be required prior to any work. Contact the Development Services Center at 503-823-7310 for information about permits.

Procedural Information. The application for this land use review was submitted on July 24, 2012, and was determined to be complete on **August 7, 2012**.

Zoning Code Section 33.700.080 states that Land Use Review applications are reviewed under the regulations in effect at the time the application was submitted, provided that the application is complete at the time of submittal, or complete within 180 days. Therefore this application was reviewed against the Zoning Code in effect on July 24, 2012.

ORS 227.178 states the City must issue a final decision on Land Use Review applications within 120-days of the application being deemed complete. The 120-day review period may be waived or extended at the request of the applicant. In this case, the applicant did not waive or extend the 120-day review period.

Some of the information contained in this report was provided by the applicant.

As required by Section 33.800.060 of the Portland Zoning Code, the burden of proof is on the applicant to show that the approval criteria are met. The Bureau of Development Services has independently reviewed the information submitted by the applicant and has included this information only where the Bureau of Development Services has determined the information satisfactorily demonstrates compliance with the applicable approval criteria. This report is the decision of the Bureau of Development Services with input from other City and public agencies.

Conditions of Approval. If approved, this project may be subject to a number of specific conditions, listed above. Compliance with the applicable conditions of approval must be documented in all related permit applications. Plans and drawings submitted during the permitting process must illustrate how applicable conditions of approval are met. Any project elements that are specifically required by conditions of approval must be shown on the plans, and labeled as such.

These conditions of approval run with the land, unless modified by future land use reviews. As used in the conditions, the term "applicant" includes the applicant for this land use review, any person undertaking development pursuant to this land use review, the proprietor of the use or development approved by this land use review, and the current owner and future owners of the property subject to this land use review.

Appealing this decision. This decision may be appealed to the Design Commission, which will hold a public hearing. Appeals must be filed **by 4:30 PM on October 9, 2012** at 1900 SW Fourth Ave. Appeals can be filed Tuesday through Friday on the first floor of the Development Services Center until 3 p.m. After 3 p.m. and Mondays, appeals must be submitted to the receptionist at the front desk on the fifth floor. **An appeal fee of \$250 will be charged**. The appeal fee will be refunded if the appellant prevails. There is no fee for ONI recognized organizations appealing a land use decision for property within the organization's boundaries. The vote to appeal must be in accordance with the organization's bylaws. Assistance in filing the appeal and information on fee waivers is available from BDS in the Development Services Center. Please see the appeal form for additional information.

The file and all evidence on this case are available for your review by appointment only. Please call the Request Line at our office, 1900 SW Fourth Avenue, Suite 5000, phone 503-823-7617, to schedule an appointment. I can provide some information over the phone. Copies of all information in the file can be obtained for a fee equal to the cost of services. Additional

information about the City of Portland, city bureaus, and a digital copy of the Portland Zoning Code is available on the internet at www.portlandonline.com.

Attending the hearing. If this decision is appealed, a hearing will be scheduled, and you will be notified of the date and time of the hearing. The decision of the Design Commission is final; any further appeal must be made to the Oregon Land Use Board of Appeals (LUBA) within 21 days of the date of mailing the decision, pursuant to ORS 197.620 and 197.830. Contact LUBA at 550 Capitol St. NE, Suite 235, Salem, Oregon 97301, or phone 1-503-373-1265 for further information.

Failure to raise an issue by the close of the record at or following the final hearing on this case, in person or by letter, may preclude an appeal to the Land Use Board of Appeals (LUBA) on that issue. Also, if you do not raise an issue with enough specificity to give the Design Commission an opportunity to respond to it, that also may preclude an appeal to LUBA on that issue.

Recording the final decision.

If this Land Use Review is approved the final decision must be recorded with the Multnomah County Recorder. A few days prior to the last day to appeal, the City will mail instructions to the applicant for recording the documents associated with their final land use decision.

- x *Unless appealed*, The final decision may be recorded on or after **October 10**, **2012**.
- x A building or zoning permit will be issued only after the final decision is recorded.

The applicant, builder, or a representative may record the final decision as follows:

- x By Mail: Send the two recording sheets (sent in separate mailing) and the final Land Use Review decision with a check made payable to the Multnomah County Recorder to: Multnomah County Recorder, P.O. Box 5007, Portland OR 97208. The recording fee is identified on the recording sheet. Please include a self-addressed, stamped envelope.
- x In Person: Bring the two recording sheets (sent in separate mailing) and the final Land Use Review decision with a check made payable to the Multnomah County Recorder to the County Recorder's office located at 501 SE Hawthorne Boulevard, #158, Portland OR 97214. The recording fee is identified on the recording sheet.

For further information on recording, please call the County Recorder at 503-988-3034 For further information on your recording documents please call the Bureau of Development Services Land Use Services Division at 503-823-0625.

Expiration of this approval. An approval expires three years from the date the final decision is rendered unless a building permit has been issued, or the approved activity has begun. Where a site has received approval for multiple developments, and a building permit is not issued for all of the approved development within three years of the date of the final decision, a new land use review will be required before a permit will be issued for the remaining development, subject to the Zoning Code in effect at that time.

Applying for your permits. A building permit, occupancy permit, or development permit may be required before carrying out an approved project. At the time they apply for a permit, permittees must demonstrate compliance with:

- x All conditions imposed herein;
- x All applicable development standards, unless specifically exempted as part of this land use review;
- x All requirements of the building code; and
- x All provisions of the Municipal Code of the City of Portland, and all other applicable ordinances, provisions and regulations of the City.

EXHIBITS

NOT ATTACHED UNLESS INDICATED

- 1. Narrative
- 2. Photos of existing and photo simulation of proposed
- B. Zoning Map (attached)
- C. Plans/Drawings:
 - 1. Site Plan (attached)
 - 2. Elevations (attached)
- D. Notification information:
 - 1. Mailing list
 - 2. Mailed notice
- E. Agency Responses:
 - 1. Portland Water Bureau
 - 2. Life Safety/Building Code Section of the Bureau of Development Services
 - 3. Portland Fire & Rescue
- F. Correspondence: None received.
- G. Original LU Application

The Bureau of Development Services is committed to providing equal access to information and hearings. Please notify us no less than five business days prior to the event if you need special accommodations. Call 503-823-7300 (TTY 503-823-6868).